

## Supply Chain - Summer Position

*Holland Landing, Ontario*

**Work Term: Summer 2018**

### About Us

Inscape is a design enabler. We have been saying Yes since 1888 with a versatile portfolio of systems, storage and wall products that are adaptable and built to last. With care and consideration, and more than a century of expertise, our philosophy is to always do what we can to say Yes.

### Job Overview

The purpose of the Supply Chain Summer Student is to create a log for all components of the products on a GSA contract and to provide a full range of administrative support to the Supply Chain Team.

### Primary Tasks & Responsibilities

- Create a log report on the country of origin and HS codes for all products we sell to the Government
- Data entry
- General administrative support, as required

### Knowledge, Skills, Abilities & Education

- Excellent multi-tasking abilities and flexibility to change direction as needed.
- Excellent computer skills
- Strong written and verbal communication skills

If you have the qualifications for this position and are interested in gaining practical work experience in a progressive company, please email your resume for consideration to: [careers@inscapesolutions.com](mailto:careers@inscapesolutions.com).

We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.

**Inscape values employment equity and is an equal opportunity employer.  
Inscape will provide reasonable accommodation to applicants with disabilities.**